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PERSONNEL

DD/S ADMINISTRATIVE

INSTRUCTION No. 64-6

August 1964

REDUCTION IN ON-DUTY STRENGTH LEVELS

REFERENCE: DD/S Administrative Instruction No. 64-10

1. DD/S Administrative Instruction 64-10 quoted Action Memorandum A-410 which requires response by the DD/S Offices. The purpose of this Notice is to furnish guidance as to the responsibility of Office Heads and the response which is expected.
2. The Director of Personnel has been assigned responsibility for conducting a survey of military personnel throughout the Agency to find out which of them may be returned to their parent service without prejudice and replaced by on-board civilian employees. To assist this effort, each DD/S Office Head, including the Director of Personnel, will review each military position and all military personnel under his jurisdiction and recommend to the DD/S by 1 October 1964 which military positions and personnel can be converted to civilian status. Those which must remain in military status should be identified and accompanied by a statement justifying their retention.
3. Each Office Head will review all current cases of individuals whose services have been retained under exceptions to the retirement policy stated [redacted] and will submit to the DD/S by 1 October 1964 recommendations regarding the action proposed in each case.
4. In order to comply with paragraph 2c of Action Memorandum A-410, the Head of each Career Service should be prepared to identify those staff personnel whose record of performance suggests that retention would not be in the best interest of the Government. The Deputy Director for Support would like to discuss with the Head of each Support Career Service any case which might lead to a recommendation for separation under the provisions [redacted] Appointments for such discussions will be made by the DD/S beginning in October 1964.
5. The assignment of unqualified persons to positions in any career field must, of course, be avoided. The DD/S should be aware of any positions within your career service which have been filled by people with other career

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service designations. You are requested to report each such case to the DD/S by 2 November 1964, listing separately those assignments which have been arranged specifically for training or career development purposes. The DD/S would also like to be advised of each case where a position within your career field has been eliminated but the elimination of which, in your opinion, is not in the best interest of the Agency.

6. The Director of Personnel is responsible for conducting a continuous Agency-wide review to assure that assignments are consistent with established position career designations and with the qualifications of the individual concerned. Semiannual reports of apparent misassignments under this Instruction will be submitted to the DD/S. The first such report is due 1 March 1965.

FOR THE DEPUTY DIRECTOR FOR SUPPORT:

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EXECUTIVE OFFICER

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